

2800 Program Development and Coordination

2801 Overview

The Area Agency on Aging shall comply with the Federal requirements regarding funding under the Older Americans Act, Title III, Part B, Supportive Services and Senior Centers for Program Development and Coordination.

This chapter provides an outline of the Division of Aging and Adult Services operational principles and procedures for the Area Agencies on Aging budgeting and expending of funds from Title III, Part B, for Program Development and Coordination during an approved Area Plan on Aging tenure. **This policy chapter is subject to change as additional information and/or regulations are received from the U.S. Department of Health and Human Services, Administration on Aging.**

Reference: Older Americans Act of 1965, as Amended in 2000, P.L. 106-501, §303, §304, §308(b)(3) and 321; and Title 45 C.F.R. §1321.17(14).

2802 Operational Principles

2802.1 The Division of Aging and Adult Services will not fund program development and coordinated activities as a cost of supportive service for the administration of area plans until the Area Agency on Aging has first spent 10 percent of the total of its combined allotments under Title III on the administration of area plans.

2802.2 The Division of Aging and Adult Services and the Area Agencies on Aging will, consistent with budgeting cycles, submit the details of a proposal to pay for program development and coordination as a cost of supportive services to the general public for review and comment.

2802.3 Program Development, as a service or function, shall meet the following criteria:

- A) The activities are intended to achieve a specific service(s) goal and objective.
- B) Activities must occur during a specifically defined and limited period of time, rather than being cyclical or on-going.
- C) The activities will have a direct and positive impact on the enhancement of services for older persons in the planning and service area.

2803 Operational Procedures

2803.1 An Area Agency on Aging shall request approval from the Division of Aging and Adult Services to utilize Title III, Part B funds for Program Development and Coordination.

- 2803.2 When requesting approval to utilize Title III, Part B funds for Program Development and Coordination, the Area Agency on Aging must provide assurances that they will not expend funds from the Title III, Part B allocation to support Program Development and/or Coordination until the Area Agency on Aging has first spent 10% of the total of its combined allotment under Title III on the administration of Area Plans.
- 2803.3 Area Agencies on Aging using funds to pay the cost of both Program Development and Coordination must ensure that the Administration funds are completely exhausted prior to the program funds.
- 2803.4 For approval for using Title III Part B funds for Program Development and Coordination services, each Area Agency on Aging shall ensure the reallocation of funds will have a direct and positive impact on the enhancement of services for older persons in the planning and service area.
- A) At no time will approval be granted if it is established that a reduction in service levels will result from the transfer or removal of funds of funds from an existing program or function.
- 2803.5 The Area Agency on Aging shall, consistent with its planning and budget cycle, submit a Program Development Methodology for inclusion in its State contract that describes how it intends to use Title III, Part B funds for Program Development and Coordination. The methodology should identify the following:
- A) Use of funds to research and/or establish a new service or to improve, expand, or integrate an existing service. Funds will be expended within the State Fiscal Year.
- B) Methods and timeline for which goals and objectives will be achieved.
- C) Area Plan on Aging strategic objectives and action plans for known projects.
- 2803.6 Funding and service levels identified as Locally Planned Social Services Block Grant (SSBG) must be adhered to. If an Area Agency on Aging is administering State Planned SSBG funds in its Planning and Service Area, the following process applies to the utilization of those funds for Program Development and Coordination:
- A) Must be approved by the Division of Aging and Adult Services prior to the start of a new fiscal year.
- B) Must comply with the requirements identified in 2803.5.